

USDA
Form RD 2045-3
(Rev. 9-98)

SELECTION CERTIFICATE

Certificate No.
Date Issued
Date Extended

Issued for: Position (Title & Grade)

Location (or Division)

INSTRUCTIONS FOR THE SELECTION OFFICER: The eligible listed below are identified as the best qualified candidates by the competitive evaluation method of the Merit Promotion Plan. Insert "S" opposite the name of the employee(s) selected for promotion in the column "Selection". If the certificate was issued for more than one vacancy in the same type of position, the location should also be shown after the letter "S" for each employee selected. Sign and date the certificate in the space provided below and return it to the issuing office. Action on this certificate should be taken within 30 days. If the certificate is to be extended please contact the issuing office for proper instructions. If no selection(s) are made, show reasons on this form.

Name

Selection

☐

No Selection Made

☐

Request Certificate be Extended

Signature of Selection Officer

(Position-Title)

(Date)

Signature of Employment Officer

(Date)

Used in submitting the best qualified candidates for vacant position(s) to Selecting Official(s), and for recording selection(s). Also provides record of Merit Promotion action(s).

PROCEDURE FOR PREPARATION

: RD Instruction 2045-C.

PREPARED BY

: Administrative Officer, Personnel Management Specialist or Staffing Specialist.

NUMBER OF COPIES

: Original only.

SIGNATURES REQUIRED

: Selecting Official and Employment Officer.

DISTRIBUTION OF COPIES

: Original in Merit Promotion File established for Appropriate Merit Promotion.